

Job Description

Administrative Services Assistant 2 – Grants, Contracts, Purchasing

Location: Nashville, TN

Job Description:

This Administrative Services Assistant 2 (ASA2) provides administrative support for grants, contracts, and purchasing for specific business units. The Division of Forestry receives both federal and state dollars to support forestry activities throughout the state. This position is responsible for managing the administrative duties associated with receiving and disbursing those dollars to external entities or procuring services or commodities for the Division. Associated with these duties are various database management responsibilities, purchasing duties, and other support functions.

Specific Job Duties:

GRANT ADMINISTRATION

1. Assists with applying for and managing federal grants to conduct forest and wildfire management activities.
2. Assist with managing state grants to conduct forest and wildfire management activities.

CONTRACT ADMINISTRATION

1. Works with program managers to write, execute, and manage contracts with external entities to conduct forest and wildland fire management activities.
2. Works with internal program staff and the Central Procurement Office to write, execute, and manage commodity contracts.
3. Serves as the Point of Contact for grantees & vendors for contract questions, Title VI monitoring, and payment transactions.
4. Receives and processes requests for contract reimbursements and invoice payments.

PURCHASING ADMINISTRATION

1. Procures, receives, and distributes supplies for specific business units.

GENERAL ADMINISTRATIVE DUTIES

1. Serves on a team of administrative support personnel to manage the Division headquarters by answering phones, collaborating with others on an individual project basis, and providing information to the public.
2. Develops workflow instructions and process maps to ensure maximum efficiency in administrative operations.

Application link can be found on the Tennessee Division of Forestry's Careers page:
<https://www.tn.gov/agriculture/forests/employment-opportunities.html>

For more information, please contact:

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Division Background

The Tennessee Division of Forestry (TDF) celebrated its centennial anniversary in 2014. One of the Division's first missions was to plant trees on eroded and abandoned farm land in the western part of the state. Over the decades, TDF has grown to protect, conserve, and enhance Tennessee's 14 million acres of forest land through forest health protection, rural and urban forest management, wildfire and prescribed fire management, water quality protection, forest business services, state forest management and conservation education. Today, TDF employs over 400 personnel statewide and is well known as the state's wildfire management and forest health experts. The Division resides within the Tennessee Department of Agriculture whose mission is to promote wise uses of Tennessee's agricultural and forest resources, to develop economic opportunities, and to ensure safe and dependable food, fuel, and fiber for all citizens.